



OFFICE OF THE PARKS COMMISSION  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
978-649-4514 x224  
parks@dunstable-ma.gov

## **PARKS COMMISSION MEETING MINUTES**

Approved: **January 7, 2020**

Meeting Date: **December 3, 2019**

### **Scheduled Agenda Items:**

1. Review and approval of meeting minutes: November 12, 2019.
2. Financial Status Discussion
  - A. New Invoices and Bills
3. Recreations Topics
  - A. Applications for Field Use, as needed.
  - B. Portable Bathroom Contract
4. Parks Topics
  - A. Current Budget Status Review
  - B. Next Year (FY21) Budget Inputs
  - C. Larter Field Dugout Roof Project
  - D. Trash Service
  - E. Swallow Union Drainage
5. Joint Issues
  - A. Capital Planning and CPC Project Nominations
6. New Business, As Needed
7. Next Meeting Schedule

### **Meeting Minutes.**

1. This was a joint meeting of the Park Commissioners and the Recreation Commissioners in the Town Hall.
  - a. Attending the meeting for the Parks Commission and a quorum being present: Tiffany Naughton, and Philip DeNyse. Not Present: David Greenwood.
  - b. Attending the meeting for the Recreation Commission and a quorum being present: Jeffery Hastings, Brian Locapo, and Tiffany Naughton. Not present: Dawn Dorr and James Tully.
2. The meeting came to order at 6:29 PM. Meeting minutes from the previous joint committee meeting of November 12, 2019 were reviewed and approved by a vote of 2-0 for Parks and 3-0 for Recreations. Minutes will be posted to the Town web site page.
3. Financial Status Discussion.

- a. New Invoices and Bills. New Parks invoices are National Grid and MJ Cataldo. The Cataldo invoice was for summer maintenance on the irrigation system (\$340). This invoice was not processed this summer and now payment is due.
- 4. Recreations Topics.
  - a. Applications for Field Use. No new applications received.
- 5. Parks Topics.
  - a. Current Budget Status Review (FY20). With the addition of the summer Cataldo bill the Parks budget is now at a deficit of \$459.
  - b. Larter Field Dugout Roof Project. Parks and Recreations committees discussed the lack of progress on this project. It was the consensus of the committee members a different vendor should be selected to complete the project. Ms. Naughton to contact Mr. Greenwood to work out details of changing the vendor from Exterior Solutions of Chelmsford to Weilbrenner Construction of Westford. Weilbrenner was the next lowest bidder for the project. Their cost bid remains below the CPC allocation approved at Town Meeting in May 2019. Mr. Locapo to provide information and timing of project completion to Wielbrenner Construction.
  - c. Capital Planning Submittal and FY21 Budget Request. Mr. DeNyse informed the committees the capital planning project proposal description and justification for Larter Field well refurbishment was submitted. The FY21 budget requests for Parks and Recreations have been submitted. Committees can expect to review the submissions with the Advisory board in January.
  - d. Swallow Union Drainage. No progress on clearing the brush and mowing the swale area. Mr. DeNyse to contact Cataldo to see when this could be accomplished. The turn of the weather and recent significant snowfall may impact task completion.
- 6. Joint Issues.
  - a. CPC Project Nomination. The committees discussed the planned submission of a CPA project for tennis court refurbishment. The committee members discussed an amount of \$125K to be specified in the proposal for requested funds from the CPA fund to complete the project.
- 7. New Business.
  - a. Larter Plowing. The Larter Field parking lot was not plowed following our first snowstorm as it has been in past years. Access is needed to ensure the portable bathroom can be serviced and trash collected. Mr. Locapo to contact Mr. Martin of Roads to discuss plowing.

8. The meeting was adjourned at 7:39PM. The next meeting is planned for January 7, 2019 at 6:00 PM in the Town Hall.

Respectfully Submitted,

Philip J. DeNyse

Parks Commissioner

Attachment: Parks and Recreations Bill Summary for December 2019

Parks and Recreations Bill Summary Discussion List for December 3, 2019 Meeting

<b>Invoice Date</b>	<b>Company</b>	<b>Service Provided</b>	<b>Amount (\$)</b>	<b>Responsible Committee</b>
11-06-2019	National Grid	Electric Service	\$ 49.41	Parks
08-08-2019	MJ Cataldo	Larter Field Irrigation repair #202162043	\$340.00	Parks